

2/16/16

AVS Facilities Committee Meeting Minutes

Appleton Village School Library

Present: Keith Rose, Heather Wyman, Scott Wiley, Debby Keiran and Peter Beckett.

Also present: Jason Gushee, Mitch Daigle, and Kate Gerrish

Approved meeting minutes from 2/9/16

The committee reviewed the scope of work for proposed AVS school renovations with Mitch Daigle and Kate Gerrish, from Cordjia Capital Projects, the desired provider of Owner's Representative services. The committee answered questions and defined the work to be done.

Mitch provided a cost and savings analysis for pellet vs. propane boilers based on current fuel prices. It was the consensus of the committee to wait for at least a year to see what fuel prices do before deciding which type of boiler to install and when to install it.

Ventilation and DDC conversion are top priorities.

Keith asked if Cordjia is acting as Owner's Rep, could they put together bid & spec sheets for smaller jobs.

Mitch asked whether we would want companies working in the building to provide background checks on all employees working on site. All agree this is a good idea. Mitch also raised the issue of coordination of project work and regular maintenance work by custodial staff during summer months.

Mitch raised the issue of liquidated damages for projects that run overtime. Keith noted that if we do include liquidated damages in any contract, they must be significant enough to prevent contractors from going past schedule and just paying the damages. Damages must reflect our cost to relocate students. \$750/day is what the government charges. We must bear in mind that a higher liquidated damages rate will drive the cost of bids up.

Keith and Mitch suggest moving most of the work into years 1 and 2. Most of the work is electrical and mechanical, plus the fire alarm system and magnetic tie-in. We decided to take the LED replacement costs out, but leave the cost of bulbs in. Volunteers have agreed to perform the work of this project. Thank you Keith!

We will move the cost of the structural evaluation into the design section.

Scott will look for structural prints in the vault at the town office. D.O.E. should have copies also.

Keith asked about Taco controls for the front end DDC controller. They are web-based and 30% cheaper.

We discussed who would monitor DDC control system: Cordjia would, but there would be multiple monitoring levels and permissions set up.

Maine Controls is our current provider of DDC services.

Hot water expansion tank will remain part of project.

The glycol loop has been fixed.

Keith will track down exhaust fans power issue. Jeff Rose has the original electrical plan.

Installing DDC controls all at once will save us money.

Magnetic release doors must be on all classroom doors, because we have no sprinkler system. The kitchen roll door is a question. Do we have to provide an automatic release? Does it have a fuseable link? Is it a fire rated wall? Asphalt project will be slated for year 1. \$12,000 for a sanitizing commercial dishwasher seems reasonable and stays in scope of work. AC and heat pump for Susan's office also.

Action between meetings:

Heather reported on conference call with Cordjia and Drummond and Woodsum regarding legal considerations. Aga recommends following the more conservative Bureau of General Services RFQ process, because there is some uncertainty in the law due to overlap of state law and local bidding policies. Aga will draft a motion for the school board meeting on Feb. 22nd that will allow the board to enter into a contractual agreement with Cordjia as Owner's Representative for the project, to authorize the bond, and to pass a reimbursement resolution that will allow the board to reimburse the upfront costs of the project, e.g. legal costs, incurred 60 days prior to the passage of the bond, with bond funds.

The group discussed the make-up of the interview committee that will interview engineers who respond to the RFQ put out by Cordjia. As per school committee vote, the committee will include 2 school board members, Debby Keiran and Heather Wyman, and three members of the community, Keith Rose, Peter Beckett, and a representative from Cordjia, yet to be determined.

Next meeting is 2/17/16 with Cordjia to discuss scope of scope of services of Owner's Representative.

Minutes taken by Heather Wyman